



Vacancy Announcement

Embassy of the United States of America
Bujumbura, Burundi

Vacancy Announcement No. 2010-29

June 24, 2010

Open To: All Interested Persons
Position: Receiving Clerk Assistant/Warehouse Person FSN-805-04
Opening Date: Immediate
Closing Date: July 8, 2010
Work Hours: Full-time; 40 hours/week

The U.S. Embassy in Bujumbura is seeking an individual for the position of a Receiving Clerk Assistant/Warehouseman person. All third country nationals must have the required work permit.

BASIC FUNCTIONS

Prepares receiving reports for incoming furniture, furnishings, supplies and equipment, with a focus on locally procured items, verifying the items received against their respective procurement documents. Works as warehouse person for the Receiving Unit, ensuring, under the direction of the Receiving Clerk, that the Receiving warehouse and storage areas are kept well-organized and clean. Given many heavy items, he/she must be able to lift and carry heavy items.

MAJOR DUTIES AND RESPONSIBILITIES

Prepares receiving reports on incoming items, especially locally purchased items: verifies items received against procurement documents; prepares receiving reports with complete descriptions, including serial numbers and NEPA numbers, as applicable. Obtains signature of receiving party, distributes copies of the receiving reports as required. Ensures that reports are sent to Property Records Manager (for data input into NEPA or Stock Control Program, as appropriate). Working with the Receiving Clerk, ensures that all receiving warehouse and storage areas are kept orderly and clean. Moves heavy items repeatedly. Cleans, dusts, wipes warehouse shelves. Receives, holds and moves carefully all furniture, appliances, household equipment to proper storage areas in warehouse, using hand trucks and other equipment. Uses protective covers to protect furniture and other appliances from dust. Requests assistance from the Non-Expendable Warehouse Staff, as needed, to execute large or heavy moves. Other tasks or projects as assigned. Backs up Receiving Clerk and assists with other tasks or projects as required.

A copy of the complete position description listing all duties and responsibilities is available at <http://burundi.usembassy.gov/resources/employment-opportunities>.

QUALIFICATIONS REQUIRED

Education - Completion of secondary school and a clerical course are required.

Prior Work Experience - One year of work experience with inventory and supply replenishment is required.

Post Entry Training – Computer data entry and record-keeping under the supervision of the Receiving Clerk

Language Proficiency – Speak, read and write English, French and Kirundi at Level III required.

Skills and Abilities - Typing skills 40 WPM required, ability to keep accurate and updated records and retrieve information quickly. Effective organization of working space.

POSITION ELEMENTS

Supervision Received: Direct supervision by the Receiving Clerk; coordination with Purchasing Agent on supply orders

Available Guidelines: 14 FAM and GSO handbook, Department of State cables and memorandum, GSA catalogs, and other supply catalogs.

Exercise of Judgment: N/A

Authority to Make Commitments: Appropriate distribution of received supplies and equipment, appropriate nomenclature usage to identify received items. Ability to give priority to urgent needs.

Nature, Level and Purpose of Contacts: Contacts are normally made only with other mission personnel.

Supervision Exercised: N/A

Time Required to Perform Full Range of Duties after Entry into the Position: Six months.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

1. Current employees serving a probationary period are not eligible to apply.
2. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

3. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

The application form is available on the Bujumbura Embassy Internet Site at <http://burundi.usembassy.gov/resources/employment-opportunities> and click on the link "Application form." Interested applicants for this position must submit the following or the application will not be considered.

1. Application for US Federal Employment (SF-171 or OF-612); and a current resume or curriculum vitae that provides additional information to the OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. All documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

CLOSING DATE FOR THIS POSITION: July 8, 2010 at 5:15 pm.

SUBMIT APPLICATION TO:

Human Resources Office
American Embassy Bujumbura
Avenue des Etats-Unis
B.P 1720 Bujumbura
Ref.: Position Title

The US Mission in Bujumbura provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited Human Resources practices, and/or courts for relief.

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.